

# GRANT APPLICATION CHECKLIST

After you have completed your application forms, narrative project description or workplan, and other required forms, please review this checklist to ensure that all required actions have been taken and all appropriate documents have been completed.

- \_\_\_ **Initiated the grants Intergovernmental Review process**  
(and attached comments, if applicable and available)
- \_\_\_ **SF-424, "Application for Federal Assistance,"** (including the DUNS number)
- \_\_\_ **SF-424A, "Budget Information - Non-Construction Programs"**
- \_\_\_ **SF-424B, "Assurances -Non-Construction Programs"**
- \_\_\_ **SF-424C, "Budget Information - Construction Programs"**
- \_\_\_ **SF-424D, "Assurances - Construction Programs"**
- \_\_\_ **Budget categories worksheet**  
(This is not a required form. However, submitting this information may help expedite review of your application.)
- \_\_\_ **Key Contacts**  
(This is not a required form. However, submitting this information may help expedite review of your application.)
- \_\_\_ **Contacted the EPA R4 Quality Assurance Office**  
(if the proposed workplan involves environmentally-related measurements or data generation)
- \_\_\_ **SF-LLL "Disclosure of Lobbying Activities", if applicable.** (Please retain a copy for your use in reporting Lobbying activities during the project period of the assistance award.
- \_\_\_ **Current indirect cost rate negotiation agreement, if applicable.**
- \_\_\_ **EPA Form 4700-4, "Pre-Award Compliance Review Report"**  
(If questions, contact EPA R4 EEO Office at 404-562-8142)
- \_\_\_ **WORKPLAN or Scope of Work**
- \_\_\_ **Superfund Specific Requirements**

**MAIL THE ORIGINAL AND ONE COPY OF YOUR COMPLETED APPLICATION TO:**

**GRANTS MANAGEMENT OFFICE  
U.S. ENVIRONMENTAL PROTECTION AGENCY  
ATLANTA FEDERAL CENTER  
61 FORSYTH STREET  
ATLANTA, GA 30303-8960**